

21 June 1971

MEMORANDUM FOR: Chief, Building Planning Staff

SUBJECT : Training and Logistics Requirements for the New  
Message Processing System

1. Later this year, the Office of Communications will activate its new message processing system. This system will require that cable and telepouch messages generated in Headquarters be prepared on special typewriters equipped with a type font which can be read by an optical scanner. Secretaries who will be preparing the messages must receive some initial training and be made aware of several essential "do's-and-don't's". In preparation for conversion to the system, the Office of Communications (and Offices of Training and Logistics) will need to determine the number of secretaries who will be involved in, and the number of special typewriters required for preparation of these messages.

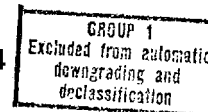
2. Several points are in order.

a. Except for the differing format, the telepouch message will be prepared on the same typewriter in the same manner as the cable message; thus, the special skills now required to operate the teltypewriter Model 28/37 will no longer be necessary and secretaries who prepare cable messages should also be able to prepare telepouch messages. The training program will be internal, requiring one or two days. A handbook will also be made available.

b. The typewriter required is the IBM Selectric Model 715 (carbon ribbon) or Model 725 (fabric ribbon), 10 pitch, equipped with a special element or font "ball". As these typewriters are fairly expensive, it is hoped that pooling arrangements can be devised wherever practicable. The elements are interchangeable, of course, for the typing of standard correspondence. The Models 715 and 725 are the largest of the Selectrics, distinguished by a 13 inch writing line and a 15.5 inch paper capacity. (Models 711/721 offer an 8.5 inch writing line and an 11 inch paper capacity; Models 713/723 an 11 inch writing line and 13.5 inch paper capacity.) The pitch can be determined by the copy guide scale over the platen which bears a top scale marked off in inches and a bottom scale indicating character spacing. Comparison of the two gives you the number of characters per inch, or pitch.

3. To permit the Office of Logistics to submit consolidated requirements by the established deadline date of 30 June 1971, your requirements

C-O-N-F-I-D-E-N-T-I-A-L



must be submitted no later than the close of business 25 June 1971. To simplify your reporting, attached is a self-addressed memorandum which can be completed and returned. Also requested is additional detailed information on the pitch of the available typewriters since it may be possible to modify the 12-pitch machines to 10-pitch at a reasonable cost.

4. Any questions concerning the new system and its application within the Office of Logistics should be directed to [REDACTED] extension 2461 or 2083.

25X1A

25X1A

[REDACTED]  
Records Management Officer  
Office of Logistics

Attachment

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Missing Attachment